

*Office Memorandum* **SECRET** UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 September 1956

FROM : Chief Instructor, Intelligence Orientation

SUBJECT: Weekly Activities Report, 19 - 25 September 1956

1. Significant Items:

Nothing to report.

2. Other Activities:

a. On 19 September the staff of Introduction to Intelligence met to discuss minor revisions for IO#2. These revisions include:

1. Expansion from two to three hours of seminar on Organization.
2. Establishment of technique and content for the review seminar on Organization.
3. Establishment of method to be used in the seminar on the Intelligence Cycle.

b. On 20 September Messrs. [ ] discussed problems arising from the revised evaluation form.

c. On 21 September [ ] met with [ ] and [ ] to discuss a proposal for orientation in aspects of PP work not presently a part of the curriculum of established courses.

d. On 21 September [ ] met with [ ] to discuss the evaluation forms for Intelligence Orientation.

e. On 21 September [ ] met with C/IS to discuss a proposal from the Office of Security for the establishment of a special tailored course for certain categories of Office of Security personnel. C/IS asked [ ] to handle initial coordination within OTR.

f. On 24 September the staff of Introduction to Intelligence met to discuss the possibility of creating a list of basic questions to be used to stimulate discussions in the American Thesis sessions. The suggestions of the various instructors will be correlated and a tentative list of basic questions drawn up for approval by the staff as a whole.

g. On 20 September [ ] met with [ ] of OSI to discuss the method used in preparing requirements. [ ] was kind enough to provide us with an example of a requirement originating in OSI and this requirement will be used to revise the Intelligence Cycle problem.

25 YEAR RE-REVIEW

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h. [ ] assumed responsibility for conducting the last week of the Effective Writing Course in the absence of [ ]

i. On 25 September [ ] attended a meeting at which the C/IS, C/SIC, and C/A&E discussed problems concerning the evaluation forms which had been prepared for use by Intelligence Orientation.

j. [ ] spent the greater part of 25 September trying to arrange for a sufficient number of classrooms to allow the seminars in IO#2 to be held as scheduled. The problem of finding sufficient space is a continuing and critical one and the present methods of solving the problems are cumbersome and the results are not always satisfactory.

**3. Personnel Notes:**

a. [ ] returned to duty from annual leave on 24 September.

b. [ ] on annual leave 20 and 21 September.

c. [ ] was on sick leave 20 September.

d. [ ] was on annual leave 24 and 25 September.

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